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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700120010-9

OCT 5 1958

Special Support Assistant to the
Deputy Director (Support)

Chief, Management Staff

DD/P Administrative Reports Management Program

REF : Memorandum from SSA-DD/S to Senior Management Officer, Management Staff, DD/P Area, dated 16 January 1956, subject: Reports Control

1. This is in answer to questions raised in the reference memorandum concerning the feasibility and the requirements for a DD/P Reports Management Program. Such a program is underway in the DD/S Area and substantial economies and improvements have resulted. Any accurate prediction of economies realizable from a Reports Management Program is difficult because the success of the program is largely dependent upon the number of reports in existence, how bona fide their need is and how effectively the new program functions.

2. Establishment of the program is recommended and for the reasons which follow it is believed that the responsibility for the administration of the program should be delegated by the DD/P to the SS/A-DD/S:

a. As the representative of the DD/S the SS/A can perform the liaison and coordination necessary for the DD/P Area in connection with those reports which originate in the DD/S Area.

b. The SS/A relationship with DD/P Area and its knowledge of the man hour requirements imposed by the reports permits it to be a source of information and control of reports required by external sources.

c. The functional organization of the SS/A (Personnel, Comptroller, Logistics) is consistent with the functional nature of the agency administrative reports.

3. To implement the program the following steps are recommended:

a. Proclaim the [] (Tab A) which has been edited to include the comments of DD/P Staff and Area Division Chiefs. This provides for the formal delegation of the SSA-DD/S as the DD/P reports management control and establishes a continuing Reports Management Program.

b. Following the release of the [] in order to bring under control those administrative reports which are now in existence, an immediate review of all current administrative reports should be instituted. After the review of headquarters reports the field

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review may be initiated. The procedures for this phase are found in the [] (Tab B) together with attachments. []

h. At this stage in the development of the Reports Control Program we are unable to predict the man power requirements such a program will demand. The initial review of existing reports will probably require of the SS/A-SS/S over half of one man's time for a minimum period of 90 days and intermittent advice and assistance from the Assistant SS/A (Personnel, Comptroller, and Logistics) where reports involving those functional areas are imposed by external sources. After the initial survey of existing reports it would appear that less time would be required inasmuch as the continuing review could perhaps be assisted by the functional assistants of the SS/A under the overall responsibility of one man. However, a more accurate estimate of needs can be made after the inventory has been completed and the program is underway.

SIGNED


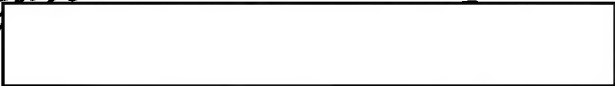
Enclosures

Tab A - []
Tab B - []

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 *9/10/70/5*
Pac - I have received this
& find that it is OK. Except
for a suggested minor revision
on the 
line 5 & suggest changing the
word "appoint" to "designate"
in order to eliminate any
possibility that this may
imply the need for a full time
position.

Otherwise this is fine
I'd like to see if it goes forward
Any further assistance you want
is to be sure just let me know

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 -
Although  has been
consulted on this - I would
appreciate your Vaff. before
it goes to M.O. I think
time for him & this work.

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